

Strategies for Acquiring Permanent Electronic Records

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Context

- Nearly 3,000 permanent electronic records series “overdue” for transfer to NARA
- Estimated 7,000 major systems remain unscheduled
- Total of around 10,000 series at some risk of loss

Focus

- Permanent records from core functions of the Federal Government, using as a starting point the Federal Enterprise Architecture Business Reference Model (BRM)
- At-risk social science data
- Unscheduled potentially permanent records

Strategies

- Direct contact with agencies by NARA archivists – scheduled and unscheduled records
- Early transfer of records

Strategies - Early Transfer

- Pre-accession records:

- » NARA takes physical custody before legal custody

- Only permanent records

- Preservation carried out

- Reference, including FOIA, by agency

- http://www.archives.gov/records_management/policy_and_guidance/bulletin_2004_02.html

Strategies - Early Transfer

- Test transfers

- » NARA learns about the records
- » NARA tests preservation strategies

What can we do to help you?

- Guidance
- Transfer standards
- New transfer standards

Transfer Standards

- Transfer Standards (36 CFR 1228.270)
 - ➔ 9-track open reel tapes
 - ➔ 3480 cartridges
 - ➔ CD-ROMS
 - ➔ Files Transfer Protocol & Digital Linear Tape

Transfer Standards

- Transfer Standards
(36 CFR 1228.270)
 - ➔ Transfer of custody to the National Archives
 - ➔ Documentation for datafiles
 - ➔ Other finding aids necessary to use the records

Transfer Standards

- Transfer Standards (36 CFR 1228.270)
 - ➔ Independent of specific hardware and software
 - ➔ No compressed data
 - ➔ ASCII or EBCDIC
 - ➔ Text files in ASCII or SGML
 - ➔ Digital spatial data according to FIPS Standard 173-1

Transfer Standards

- Transfer Standards (36 CFR 1228.270 - supplemental guidance - http://www.archives.gov/records_management/initiatives/erm_products.html)
 - ➔ Transfer instructions for existing email with attachments
 - ➔ Transfer instructions for existing scanned images of permanent records
 - ➔ Transfer instructions for permanent PDF

Transfer Standards

- Transfer Standards (36 CFR 1228.270 - supplemental guidance - http://www.archives.gov/records_management/initiatives/erm_products.html)
 - ➔ Transfer instructions for permanent digital photographic records
 - ➔ Transfer instructions for permanent digital geospatial data records
 - ➔ Transfer instructions for permanent web records

Reference

- Finding aids and records
 - ➔ Title list
 - ➔ Special reference reports
 - ➔ Technical documentation
 - ➔ Website:
http://www.archives.gov/research_room/media_formats/electronic_records.html
 - ➔ Data available over the internet: AAD and casualty reports

Reference

- Reference services
 - ➔ Datafile copy
 - ➔ Researcher assistance
 - ➔ Responses to inquiries
 - ➔ Record-level access to selected databases

Reference

- On-Line Searching
<http://www.archives.gov/aad/index.html>

- ➔ Access to Archival Databases (AAD)
- ➔ Record-level searching of selected databases
- ➔ Highlights: Military (operational and casualty); Civilian (grants, securities)

Summary

- Transfer your permanent records to NARA
 - » 301-837-3420 or specific archivist
- Schedule, then transfer, your permanent records to NARA
- Help is a phone call or mouse click away!

Communications

- Let's talk

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THANK YOU!